



## TRACEABILITY PROTOCOL

	Academic Administration and Management	Health Personnel	Students, parents, staff, educational community
			Responsibilities
1	Once the status and confirmation of the positive COVID-19 case have been evaluated, the school declares the beginning of the protocol	Follow up each suspected, confirmed case and all persons in isolation	Report to the school if there are any highly suspicious or confirmed cases within your family bubble
2	All possible contacts within the institution are identified and verified		
3	Verified contacts are officially notified by email and are sent to preventive isolation		Continue to maintain all preventive measures inside and outside USP
4	Close contacts are officially notified directly by phone call and email and sent to isolation		
5	Social distancing measures are evaluated, and other more extreme measures are implemented for distancing and handwashing in the area where the confirmed case was identified		Address recommendations made by USP health personnel
6	Key indicators are analyzed to assess whether there is an outbreak and its magnitude		Support the lifting of contact information by providing information about all the persons you had contact with while you were at USP and outside USP
7	The crisis management communication plan is activated, and class decisions are made		
8	Extreme measures are taken depending on the situation		During isolation, report to the school nurse for symptom monitoring and current health status